

**NNSA RECRUITMENT AND RELOCATION BONUSES  
AND RETENTION ALLOWANCES PROGRAM**

**ATTACHMENT 6**

**Retention Allowance Checklist-Initial**

**22**

1. Name of employee: \_\_\_\_\_
2. Position title: \_\_\_\_\_
3. Pay Plan/Series/Grade/Payband/Step/Salary: \_\_\_\_\_
4. Gross amount of retention allowance: \_\_\_\_\_
5. Retention allowance as percentage of basic salary: \_\_\_\_\_
6. Is the employee serving under a Schedule C, SES, SL, or ST appointment? Yes    No
7. Will the employee have completed all periods of employment under service agreements for recruitment or relocations bonuses prior to the awarding of the retention allowance? Yes    No    N/A
8. Does the written determination address either of the following criteria?
  - a. The employee's unusually high or unique qualifications makes it essential for NNSA to retain the employee's services. Yes    No
  - b. A special need for the employee's services makes it essential for NNSA to retain the employee. Yes    No
9. Does the written determination support the conclusion that in the absence of such an allowance, the employee would likely leave the Federal service for employment outside the executive, legislative, or judicial branch of the Federal government? Yes    No
10. Does the written determination include a description of the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a function that is deemed vital to NNSA's mission? Yes    No
11. Does the written determination consider one or more of the following factors?
  - c. Difficulty encountered in recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee. Yes    No

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| d. The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee. | Yes | No |
| c. Other (If Yes, provide explanation).  | Yes | No |
| 12. Does the written determination include an explanation of how the amount of the retention allowance was derived?  | Yes | No |
| 13. Does the written determination include a strategy for reducing or eliminating the retention allowance over the next two years?   | Yes | No |

\_\_\_\_\_  
Human Resources Consultant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date